

HOW TO MOVE FURNITURE

This establishes a standard procedure for furniture relocation in the Clinical Center (CC). For emergency moves contact Chief, Materials Management (MM), at 301-496-4661.

PATIENT CARE UNIT RENOVATION SUPPORT

Items listed below will be carried out by the Hospital Administrative Officer (HAO), Office of Facility Management, for Patient Care Units.

- Head Nurse (HN) and Hospital Administrative Officer (HAO) will determine need/use of furniture and tag each piece of furniture.
- Forward list to Chief, MM, Building 10, Room. B1N238, or designee who will arrange with Property/Surplus to coordinate the move.
- List "Property of NIH" decal numbers and attach form (NIH-2683) "Certification That Property Is Free From Hazards") tags to any equipment for surplus. If equipment is **not** free of hazards, see Hazard Type and contact the number(s) listed on the tag. Have HN or designee sign tag.
- If necessary, unlock furniture or equipment by contacting the Locksmith at 301-496-3507 two days before closing. Have form *NIH-2138* "Key/Lock Request" ready on the unit for the Locksmith.
- Contact CC Maintenance at 301-496-5862 if any doors need to be removed in order to move furniture/equipment out of a room.
- All paperwork will be filed in the unit file kept by the HAO.

MINOR PCU MOVES AND PUBLIC AREA MOVES

- Identify what needs to be moved, its location, and if furniture needs to be assembled or disassembled.

- Contact MM to arrange for movers at 301-496-3157 or Transportation at 301-496-1546 or 301-402-1832.
- Get the department CAN number to charge move.

Concurrence:

Chief, Office of Facility Management, Clinical Center, Office of the Director